

Fall '84-Spring '85

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the job book

Youth Corps

Our Investment in Tomorrow.

ONTARIO
YOUTH
OPPORTUNITIES

BILD
ONTARIO
Youth
Secretariat



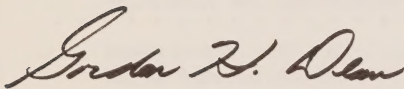
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As one of the new Ontario Youth Opportunities initiatives, Youth Corps offers jobs that provide valuable work experience for young people facing special difficulties finding a job. This guidebook outlines the various types of positions that are available through government ministries and community organizations. Youth Corps provides an opportunity for young people to gain useful job skills and to make an important contribution to the community.

I wish you every success. I know Youth Corps will be a rewarding and worthwhile employment experience.

A handwritten signature in dark ink, reading "Gordon H. Dean". The signature is fluid and cursive, with the first name "Gordon" being more prominent and the last name "Dean" following in a similar style.

Gordon H. Dean
Provincial Secretary
for Social Development

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Introduction

Youth Corps has been designed to assist young people who are facing special difficulties finding full-time employment. It will help you gain practical work experience to boost your chances of finding future jobs.

Youth Corps is part of the \$450 million Ontario Youth Opportunities initiative announced in the 1984 Budget. Ontario Youth Opportunities is a three-year commitment to youth job training and work experience. Through Youth Corps, a wide variety of jobs will be available throughout the province in Ontario government ministries and community agencies as well as in municipalities and associated non-profit groups.

The Job Book lists the positions being offered through Ontario government ministries and associated agencies. Several of the projects described run from October 15, 1984 to March 31, 1985. There will be another Job Book available in the spring.

You are eligible if:

- o you have been unemployed for at least twelve weeks;
- o you have not attended school full-time for at least twelve weeks;
- o you are between the ages of 15 and 24;
- o you can legally work in Canada.

Youth Corps is aimed at:

- o young people with a Grade 11 education or less and little or no work experience who are looking for a job;
- o young people with higher levels of education who are looking for career-related employment.

A number of projects are of special interest to disabled young people. These projects are designated with the words **"Disabled youth are encouraged to apply"**.

Special attention has also been given to providing jobs located in areas of high unemployment such as Northern and Eastern Ontario.

How to Apply:

1. Read each project description carefully and apply only to those that best match your skills and interests.
2. Apply to projects operating in your home area wherever possible, as travel allowances will not be paid.
3. Apply to as many projects as you like but fill out a separate application form for each project.
4. Include the correct 4-digit project number on each application form (i.e. Project 1001).

5. Complete the bottom portion of each application form. This will ensure that you receive an acknowledgement of your application.
6. **Mail your application directly to the address given at the end of each project description. Do not mail it to the Youth Secretariat. This will only cause delay.**

Rate of Pay:

Youth Corps positions pay the provincial minimum wage of \$4.00 per hour.

Deadline for Applying:

Applications will be accepted until December 1, 1984. However, as many of the projects listed here will begin operating in October, submit your applications as soon as possible in order to avoid disappointment.

For more Information:

- o Call the Ontario Youth Opportunities Information Centre, toll-free, at 1-800-263-7777.

Additional copies of this brochure (and application forms) are available at:

- o Youth Employment Counselling Centres;
- o Canada Employment Centres;
- o YM-YWCAs;
- o Community Information Centres;
- o Ministry of Northern Affairs Offices.

AGRICULTURE & FOOD

Project 1001

Up to 105 Positions

Here's your chance to work with farm animals in an agricultural training program.

What You Do:

- o care for and feed animals
- o operate and repair farm machinery
- o general farm duties

Where the Jobs Are:

On selected farms throughout Ontario

Who You Apply To:

Janet Horner, Manager
Ministry of Agriculture & Food
 Guelph Agricultural Centre
 P.O. Box 1030
 Guelph, Ontario
 N1H 6N1

Project 1002

Up to 70 Positions

Does working at a greenhouse or maple syrup farm interest you?
 Then join the Mini Crew...

What You Do:

- o move from farm to farm working in small crews to assist farmers with general farm activities

Where the Jobs Are:

On selected sites in Ontario

Who You Apply To:

Janet Horner, Manager
Ministry of Agriculture & Food
 Guelph Agricultural Centre
 P.O. Box 1030
 Guelph, Ontario
 N1H 6N1

Project 1003**Up to 15 Positions**

Here's your chance to learn about nutrition and consumer information.

What You Do:

- o act as food, nutrition and consumer information officers delivering programs to senior citizens, church groups and schools

Where the Jobs Are:

Toronto, Ottawa, London, Hamilton, Waterloo and other selected centres in Ontario

Who You Apply To:

Janet Horner, Manager
Ministry of Agriculture & Food
 Guelph Agricultural Centre
 P.O. Box 1030
 Guelph, Ontario
 N1H 6N1

Project 1004**Up to 25 Positions**

Would you like to work at an Agricultural College or Museum?

What You Do:

Assist in a variety of areas including:

- o labwork, research and experiments
- o caretaking and grounds maintenance
- o general farm duties
- o clerical and office duties

Where the Jobs Are:

Alfred, Kemptville, Milton and Vineland

Who You Apply To:

Janet Horner, Manager
Ministry of Agriculture & Food
 Guelph Agricultural Centre
 P.O. Box 1030
 Guelph, Ontario
 N1H 6N1

Disabled youth are encouraged to apply

ATTORNEY GENERAL

Project 1101

2 Positions

Gain practical experience by working in an administrative office.

What You Do:

- o research and analysis
- o collect financial data

Where the Jobs Are:

Toronto

Who You Apply To:

Youth Corps
Ministry of the Attorney General
 Human Resources Branch
 18 King St. East, 14th Floor
 Toronto, Ontario
 M5C 1C5

Project 1102

Up to 65 Positions

Here's your chance for "hands-on" experience in a judicial or administrative office.

What You Do:

- o serve the public
- o type and file
- o collect data
- o maintain records

Where the Jobs Are:

Toronto and throughout Ontario

Who You Apply To:

Youth Corps
Ministry of the Attorney General
 Human Resources Branch
 18 King St. East, 14th Floor
 Toronto, Ontario
 M5C 1C5

CITIZENSHIP AND CULTURE

Project 1201

Up to 200 Positions

A great opportunity for Native youth to gain job skills.

What You Do:

Work with local Native groups in a variety of jobs including:

- o organizing recreational events
- o cutting wood and other services for elderly people
- o providing house repairs and grounds maintenance
- o office work

Where the Jobs Are:

Northern Ontario

Who You Apply To:

Contact local Native organizations to see if they are participating or the Native Community Field Office listed in the blue pages of the phone book under Ministry of Citizenship and Culture. For further information contact:

Ruth Dobrowolski
Ministry of Citizenship and Culture
 Native Community Branch
 77 Bloor Street West, 5th Floor
 Toronto, Ontario
 M7A 2R9

(416) 965-5003

Project 1202

4 Positions

If you like working with children and enjoy video games and computers, here is a job for you!

What You Do:

- o learn basic computer skills
- o work with young children
- o perform general maintenance in a computer centre

Where the Jobs Are:

Toronto

Who You Apply To:

Dorothy Netherwood
Ministry of Citizenship and Culture
 77 Bloor Street West, 3rd Floor
 Toronto, Ontario
 M7A 2R9

Project 1203**Up to 255 Positions**

Here's an opportunity to work for community organizations involved in cultural, citizenship or heritage conservation activities.

What You Do:

Various duties according to the needs of the local group, including:

- o planning special events
- o developing workshop programs
- o assisting in behind-the-scenes production
- o repairing buildings
- o indexing, cataloguing
- o programming
- o research and surveys
- o general administration

Where the Jobs Are:

In participating community organizations across Ontario

Who You Apply To:

Check with local cultural organizations or your Community Information Centre. Also look for advertisements at Youth Employment Counselling Centres and Canada Employment Centres. Please call toll-free 1-800-263-7777 to find the Youth Employment Counselling Centre nearest to you.

Do not send your application to the Ministry of Citizenship and Culture.

Project 1204**Up to 15 Positions**

On-the-job-training in Ontario's regional library system.

What You Do:

- o file and re-code records
- o data entry on computers

Where the Jobs Are:

Kirkland Lake, Sudbury, Windsor, Hamilton and other selected centres in Ontario

Who You Apply To:

Mr. Wil Vanderelst
Ministry of Citizenship and Culture
 Libraries and Community Information Branch
 77 Bloor Street West, 5th Floor
 Toronto, Ontario
 M7A 2R9

CITIZENSHIP AND CULTURE

Project 1205

Up to 20 Positions

Work with a specialist to help restore the Winter Garden Theatre.

What You Do:

Restoration work on the lobby and downstairs theatre including:

- o cleaning
- o painting
- o refurbishing

Where the Jobs Are:

Toronto

Who You Apply To:

Mr. Brian Forsyth
Ministry of Citizenship and Culture
 Grants Management Branch
 77 Bloor Street West, 5th Floor
 Toronto, Ontario
 M7A 2R9

CIVIL SERVICE COMMISSION

Project 1301

2 Positions

If you're a university or college graduate interested in government administration, here is a chance to get an insider's look.

What You Do:

Investigate the feasibility of establishing a new recruitment program for public service positions. The job will involve:

- o research and analysis
- o communications work

Where the Jobs Are:

Toronto

Who You Apply To:

Joan Dunn
Ontario Civil Service Commission
 Recruitment Branch
 Frost Building South, 2nd Floor
 7 Queen's Park Crescent
 Toronto, Ontario
 M7A 1Z5

Project 1302**1 Position**

Are you interested in gaining office skills and dealing with people on a special United Way campaign?

What You Do:

- o order and distribute campaign supplies
- o telephone work
- o proof-read material for print
- o handle cash

Where the Job Is:

Toronto

Who You Apply To:

Eileen P. Perry
Ontario Civil Service Commission
 Administrative Services Branch
 Frost Building South, 3rd Floor
 7 Queen's Park Crescent
 Toronto, Ontario
 M7A 1Z5

COLLEGES AND UNIVERSITIES**Project 1401****Up to 50 Positions**

A chance to learn about Ontario's skills training programs.

What You Do:

Working at regional Ministry offices or Community Colleges your duties will include:

- o clerical work
- o research
- o administration

Where the Jobs Are:

Throughout Ontario

Who You Apply To:

Contact your local O.C.A.P. office at the nearest community college

Native and disabled youth are encouraged to apply

COMMUNITY AND SOCIAL SERVICES

Project 1501

Up to 480 Positions

A genuine interest in the social services is essential.

What You Do:

- o work in programs for children, senior citizens, persons in financial need and disabled persons
- o assist in providing planned activities for senior citizens
- o help teach shop skills to disabled persons

Where the Jobs Are:

Throughout Ontario

Who You Apply To:

Check with your local Youth Employment Counselling Centre or:

Ministry of Community and Social Services

Co-ordinator, Youth Employment Programs

Human Resources Branch

5th Floor, Hepburn Block

Queen's Park

Toronto, Ontario

M7A 1E9

Please write on your application where you would like to work

CONSUMER AND COMMERCIAL RELATIONS

Project 1601

Up to 30 Positions

Learn a variety of skills in a Land Registry office.

What You Do:

Working in Land Registry offices, your duties may include:

- o microfilming documents
- o maintaining records, photocopying, indexing and filing

Where the Jobs Are:

A majority of positions are in Northern Ontario, with some positions available in central Ontario.

Who You Apply To:

Mr. V. McCutcheon
 Youth Corps
Ministry of Consumer and Commercial Relations
 Real Property Registration Branch
 543 Yonge Street, 2nd Floor
 Toronto, Ontario
 M7A 2J8

Native and disabled youth are encouraged to apply

Project 1602**I Position**

An opportunity to learn about consumer issues by working for a Consumer Information Centre.

What You Do:

- o library searches
- o collect data such as demographics and Consumer Price Index information
- o assist in records management
- o some general office work

Where the Job Is:

Toronto

Who You Apply To:

Ms. Arijia Roze
Ministry of Consumer and Commercial Relations
 Personnel Services Branch
 10 Wellesley Street East, 7th Floor
 Toronto, Ontario
 M7A 2J3

Project 1603**2 Positions**

You will learn basic office skills working in different branches.

What You Do:

- o process invoices
- o handle cash
- o type and file
- o train on the word processor

Where the Jobs Are:

Toronto

Who You Apply To:

Ms. Arija Roze
Ministry of Consumer and Commercial Relations
 Personnel Services Branch
 10 Wellesley Street East, 7th Floor
 Toronto, Ontario
 M7A 2J3

CORRECTIONAL SERVICES**Project 1701****Up to 115 Positions**

Gain experience working with people who have been in trouble with the law.

What You Do:

- o assist in recreation, alcohol and drug rehabilitation programs
- o work as teacher's aides
- o reception and clerical work
- o maintenance and repair duties

Where the Jobs Are:

In selected locations across Ontario

Who You Apply To:

Special Employment Co-ordinator
Ministry of Correctional Services
 Personnel Branch
 2001 Eglinton Avenue East
 Scarborough, Ontario
 MIL 4P1

ENERGY

Project 1801

Up to 40 Positions

Learn how to draftproof homes and help people in your community.

What You Do:

Provide a home draftproofing service for seniors, disabled persons and single parents. After training you will:

- o weatherstrip doors and windows
- o seal windows and trim
- o caulk basements, baseboards and fireplaces

Where the Jobs Are:

Throughout Ontario

Who You Apply To:

Youth Corps Co-ordinator
Ministry of Energy
 56 Wellesley Street West, 11th Floor
 Toronto, Ontario
 M7A 2B7

Please write on your application where you would like to work

Project 1802

Up to 30 Positions

If you're concerned about saving energy, here's a chance to help.

What You Do:

Help municipal energy auditors in encouraging municipalities to conserve energy by:

- o assisting in energy audits and community outreach projects
- o reading meters to measure and record the amount of energy used
- o working on computer programs
- o providing clerical support

Where the Jobs Are:

Throughout Ontario

Who You Apply To:

Youth Corps Co-ordinator
Ministry of Energy
 56 Wellesley Street West, 11th Floor
 Toronto, Ontario
 M7A 2B7

Please write on your application where you would like to work

ENVIRONMENT**Project 1901****Up to 45 Positions**

Valuable work experience in a variety of technical, operational and office positions.

What You Do:

- o enter and process data
- o monitor industrial activities
- o maintain electrical and mechanical equipment
- o train on word processors where possible

Where the Jobs Are:

Throughout Ontario

Who You Apply To:**Ministry of the Environment**

Human Resources and Personnel
40 St. Clair Avenue West, 6th Floor
Toronto, Ontario
M4V 1M2

Disabled youth are encouraged to apply

GOVERNMENT SERVICES**Project 2001****Up to 20 Positions**

Learn about building maintenance and property management.

What You Do?

- o Maintenance and repair work on government buildings such as painting, cleaning and light construction.

Where the Jobs Are:

North Bay, Sudbury, Thunder Bay, Timmins, Sault Ste. Marie, Kenora

Who You Apply To:

Mercedes Jensen
Personnel Services Branch
Ministry of Government Services
8th Floor, Ferguson Block
Queen's Park
Toronto, Ontario
M7A 1N3

Project 2002**1 Position**

A bilingual young person is needed to work as an Information Clerk for Access Ontario.

What You Do:

- o answer public inquiries in a store-front setting about Government services and programs
- o handle requests for Government publications and souvenirs
- o operate a cash register

Where the Job Is:

Ottawa

Who You Apply To:

Ms. Mercedes Jensen
Ministry of Government Services
 77 Wellesley Street West, 8th Floor
 Toronto, Ontario
 M7A 1N3

Disabled youth are encouraged to apply

Project 2003**3 Positions**

Are you interested in learning how to use computer terminals and equipment?

What You Do:

Interested young people will be trained in data processing.

- o train to use computer terminals
- o update technical books and library manuals
- o reorganize files

Where the Jobs Are:

Toronto

Who You Apply To:

Ms. Mercedes Jensen
Ministry of Government Services
 77 Wellesley Street West, 8th Floor
 Toronto, Ontario
 M7A 1N3

HEALTH

Project 2101

Up to 80 Positions

A variety of jobs are available in a number of psychiatric hospitals in the province.

What You Do:

- o assist in patient care
- o reception and clerical duties
- o library work
- o data collection
- o housekeeping, food preparation
- o shipping and receiving
- o maintenance and repair

Where the Jobs Are:

Throughout Ontario

Who You Apply To:

Send your application to the nearest Provincial Psychiatric Hospital:

Brockville Psychiatric Hospital
Box 1050, Brockville, Ontario K6V 5W7

Hamilton Psychiatric Hospital
Box 585, Hamilton, Ontario L9C 3N6

Kingston Psychiatric Hospital
Box 603, Kingston, Ontario K7L 4X3

Lakehead Psychiatric Hospital
Box 930, Thunder Bay, Ontario P7B 5G4

London Psychiatric Hospital
850 Highbury Avenue, Box 2532
London, Ontario N6A 4H1

North Bay Psychiatric Hospital
Box 3010, North Bay, Ontario P1B 8L1

Mental Health Centre - Penetanguishene
Box 698, Penetanguishene, Ontario L0K 1P0

Queen Street Mental Health Centre
1001 Queen Street West
Toronto, Ontario M6J 1H4

St. Thomas Psychiatric Hospital
Box 2004, St. Thomas, Ontario N5P 3V9

Whitby Psychiatric Hospital
Box 613, Whitby, Ontario L1N 5S9

Disabled youth are encouraged to apply

Project 2102**5 Positions**

A chance to work in a public health laboratory

What You Do:

- o prepare solutions for use in laboratory tests
- o assist staff in isolating and identifying of micro-organisms from clinical and environmental sources and detecting diseases by serological techniques
- o classifying and cataloguing books in laboratory library

Where the Jobs Are:

Throughout Ontario

Who You Apply To:

Youth Corps Co-ordinator
Ministry of Health
 Laboratory Services Branch
 P.O. Box 9000, Terminal A
 Toronto, Ontario
 M5W 1R5

Disabled youth are encouraged to apply

Project 2103**1 Position**

Are you a bilingual person with some school or work experience in statistics?

What You Do:

- o research, develop and maintain an inventory of regions where health care services are required or offered in French
- o streamline available data to help identify the needs of Francophones, particularly the aged.

Where the Job Is:

Toronto

Who You Apply To:

The Co-ordinator
 French Language Health Services
Ministry of Health
 7th Floor, Hepburn Block
 Queen's Park
 Toronto, Ontario
 M7A 1R3

Project 2104**Up to 7 Positions**

Gain experience in support services for a large office.

What You Do:

- o data entry, typing, filing
- o sort mail, handle stock
- o reception duties

Where The Jobs Are:

Kingston and Sudbury

Who You Apply To:

Mrs. D. Peters
Ministry of Health
 Operations Branch
 199 Larch Street, 8th Floor
 Sudbury, Ontario
 P3E 5R1

Regional Personnel
 Administrator - OHIP
Ministry of Health
 49 Place D'Arms
 Kingston, Ontario
 K7L 4X3

Disabled youth are encouraged to apply

Project 2105**1 Position**

Gain on-the-job training in a mass-mailing distribution.

What You Do:

- o printing, photocopying and binding forms
- o use automated mail machines

Where the Job Is:

Kingston

Who You Apply To:

Mrs. D. Lowry
Ministry of Health
 Supply and Services Branch
 49 Place D'Arms
 Kingston, Ontario
 K7L 4X3

INDUSTRY AND TRADE

Project 2201

2 Positions

If you're in good physical condition and would like to work in a busy distribution centre. . .

What You Do:

- o assist in shipping and receiving
- o answer telephones
- o sort and deliver mail

Where the Jobs Are:

Toronto

Who You Apply To:

Youth Corps
Ministry of Industry and Trade
 9th Floor, Hearst Block
 900 Bay Street
 Toronto, Ontario
 M7A 2E1

INTERGOVERNMENTAL AFFAIRS

Project 2301

4 Positions

Do you have university or college training in social sciences and an interest in international affairs?

What You Do:

- o one position involves assembling briefing material, writing reports and arranging meetings for the Ministry's United States Government team.
- o one position involves working on a twinning project with the province of Jiangsu, China (participant must be fluent in Chinese)
- o one position involves bilingual research, communication and office support for the Council for Franco-Ontarian Affairs
- o one position involves helping staff establish an archive and operate a library in the Federal-Provincial Relations area.

Where the Jobs Are:

Toronto

Who You Apply To:

Mrs. Chris Tonna
 Acting Special Staffing Co-ordinator
Ministry of Treasury and Economics
 Personnel Branch
 1075 Bay Street, 4th Floor
 Toronto, Ontario
 M5S 2B1

Please write on the application which position you want and what languages you speak fluently

LABOUR**Project 2401****Up to 11 Positions**

Disabled youth interested in learning office skills should apply to this project.

What You Do:

- o general office duties such as typing and filing
- o answer telephones
- o assist in stockroom and mailroom

Where the Jobs Are:

Toronto

Who You Apply To:

Ministry of Labour
 Personnel Branch
 400 University Avenue
 2nd Floor
 Toronto, Ontario
 M7A 1T7

Disabled youth are encouraged to apply

Project 2402**Up to 12 Positions**

If you are disabled and interested in promoting jobs for the disabled...

What You Do:

You will assist a community organization to:

- o gather and distribute information on employment programs for disabled persons
- o organize meetings
- o perform general office duties

Where the Jobs Are:

Hamilton, Peterborough, York Region, Barrie, Sault Ste. Marie, Sudbury,
Simcoe County, Thunder Bay, North Bay, Durham Region

Who You Apply To:

Ministry of Labour
Personnel Branch
400 University Avenue
2nd Floor
Toronto, Ontario
M7A 1T7

Disabled youth are encouraged to apply

Project 2403

Up to 40 Positions

This is a project particularly designed for those with little or no work experience.

What You Do:

- o You will be placed with a sponsoring employer in business, industry, or community agencies to learn basic skills that will help you in future jobs.

Where the Jobs Are:

The following areas in Metropolitan Toronto: Lawrence Heights, Peanut, Jamestown, Willowridge and Tandridge Crescent areas.

Who You Apply To:

Ministry of Labour
Personnel Branch
400 University Avenue
2nd Floor
Toronto, Ontario
M7A 1T7

Residents of the Lawrence Heights, Peanut, Jamestown, Willowridge and Tandridge Crescent areas are encouraged to apply

MUNICIPAL AFFAIRS AND HOUSING

Project 2501

Up to 30 Positions

Want to learn more about business and your community?

What You Do:

Work on downtown improvement projects for local business associations.
Duties may include:

- o street maintenance
- o organizing Christmas events and displays
- o conducting consumer surveys
- o distributing newsletters and posters

Where the Jobs Are:

Throughout Ontario

Who You Apply To:

Positions will be advertised locally by participating associations.
For further information contact:

Rosemary Ford
Community Renewal Branch
Ministry of Municipal Affairs and Housing
777 Bay Street, 13th Floor
Toronto, Ontario
M5G 2E5

Project 2502

Up to 30 Positions

Develop your leadership skills. . .

What You Do:

- o training will be provided to assist in running a 'Moms and Tots Playschool Program' for residents in Housing Authorities

Where the Jobs Are:

Toronto, Windsor

Who You Apply To:

Recreation Co-ordinator
Metro Toronto Housing Authority
1320 Yonge Street
Toronto, Ontario
M4T 2W4

Manager
Windsor Housing Authority
1403 Ouellette Avenue
Windsor, Ontario
N8X 4T4

Project 2503

6 Positions

Are you interested in building maintenance?

What You Do:

- o assist maintenance staff at Metro Toronto Housing Authority projects in cleaning, repairing building and equipment sand carpentry.

Where the Jobs Are:

Metro Toronto

Who You Apply To:

Recreation Co-ordinator
Metro Toronto Housing Authority
 1320 Yonge Street
 Toronto, Ontario
 M4T 2W4

NATURAL RESOURCES

Project 2601

Up to 120 Positions

Would you like to work for a Conservation Authority?

What You Do:

Activities may include:

- o constructing conservation structures
- o operating maple syrup programs
- o grooming ski trails
- o preparing maps and brochures
- o assisting in erosion control studies
- o cleaning grounds

Where the Jobs Are:

In Conservation Authorities throughout Ontario

Who You Apply To:

Conservation Authorities Branch
Ministry of Natural Resources
 Room 5620, Whitney Block
 Queen's Park
 Toronto, Ontario
 M7A 1W3

Disabled youth are encouraged to apply

Project 2602**Up to 280 Positions**

Are you interested in Ontario's natural resources?

What You Do:

A variety of manual, technical and clerical positions in resources management, such as:

- o creating geological park displays
- o surveying and trail brushing
- o analysing aerial photographs
- o revising publications
- o assisting in laboratory work
- o working in a greenhouse

Where the Jobs Are:

Throughout Ontario

Who You Apply To:

Apply to the District Office of the Ministry of Natural Resources nearest you or:

Youth Programs Office
 Personnel Services Branch
Ministry of Natural Resources
 Room 4502, Whitney Block
 Queen's Park
 Toronto, Ontario
 M7A 1W3

Disabled youth are encouraged to apply

Project 2603**Up to 85 Positions**

Needed: Native youth living on northern reserves.

What You Do:

A variety of manual duties and community-related services on the reserves such as:

- o constructing and repairing shelters
- o assisting in winter activity programs
- o helping community health workers
- o analyzing water quality

Where the Jobs Are:

Sioux Lookout District, Atikokan District, Nipigon District, Moosonee District

Who You Apply To:

Sioux Lookout District
Ministry of Natural Resources
 P.O. Box 309
 Sioux Lookout, Ontario
 P0V 2T0

Nipigon District
Ministry of Natural Resources
 Box 970
 Nipigon, Ontario
 P0T 2J0

Atikokan District
Ministry of Natural Resources
 108 Saturn Avenue
 Atikokan, Ontario
 P0T 1C0

Moosonee District
Ministry of Natural Resources
 P.O. Box 190
 Moosonee, Ontario
 P0L 1Y0

NORTHERN AFFAIRS**Project 2701****6 Positions**

Gain experience in office duties or economic research.

What You Do:

Clerical work such as:

- o operating a word processor and switchboard
- o typing and filing

Economic Research:

- o assisting with economic development programs for Northern Ontario

Where the Jobs Are:

Kenora, Sault Ste. Marie, Thunder Bay, Sudbury, and 1 clerical position in Toronto

Who You Apply To:

Toronto:
 Carol Dedrick
Ministry of Northern Affairs
 Financial & Administration Services
 10 Wellesley Street East, 8th Floor
 Toronto, Ontario
 M4Y 1G2

Sault Ste. Marie & Sudbury:
 Al Bloomfield
 Co-ordinator of Support Services
Ministry of Northern Affairs
 Northeastern Regional Office
 421 Bay Street, Suite 301
 Sault Ste. Marie, Ontario
 P6A 1X3

Kenora & Thunder Bay:
 Don Little
 Administrative Officer
Ministry of Northern Affairs
 Northwestern Regional Office
 12 Main Street South
 Kenora, Ontario
 P9N 3X9

RESOURCES DEVELOPMENT

Project 2801

I Position

Are you interested in community planning?

What You Do:

Work for the Niagara Escarpment Commission in the Development Control section by:

- o assisting community planners prepare reports relating to evaluation of development proposals
- o researching planning policies

Training in community planning or a related field and a driver's licence is required.

Where the Job Is:

Grimsby

Who You Apply To:

Susan Herrold
Niagara Escarpment Commission
 232 Guelph Street
 Georgetown, Ontario
 L7G 4B1

Project 2802

I Position

Learn about government office procedures.

What You Do:

Assist staff in the Minister's and Deputy Minister's office with:

- o typing and photocopying
- o mail and deliveries
- o answering the telephone

Where the Job Is:

Toronto

Who You Apply To:

Resources Development Secretariat
 Room 1623, Whitney Block
 Queen's Park
 Toronto, Ontario
 M7A 1A2

REVENUE**Project 2901****Up to 24 Positions**

This is an opportunity to learn about property assessment and taxes.

What You Do:

- o a variety of general clerical duties such as data collection, verification and analysis in regional offices.

Where the Jobs Are:

Toronto area, Eastern and Northern Ontario.

Who You Apply To:

Ministry of Revenue
 Personnel Services Branch
 33 King Street West
 Box 627
 Oshawa, Ontario
 L1H 8H5

Project 2902**Up to 12 Positions**

Gain clerical experience on the Tax Revenue/Administration Program.

What You Do:

- o research and data collection
- o statistical analysis
- o mail processing

Where the Jobs Are:

Oshawa

Who You Apply To:

Ministry of Revenue
 Personnel Services Branch
 33 King Street West
 Box 627
 Oshawa, Ontario
 L1H 8H5

SOCIAL DEVELOPMENT**Project 3001****Up to 120 Positions**

Work for The Canadian Red Cross Society on community-based social service projects.

What You Do:

A variety of tasks in local Red Cross branches including:

- o services to seniors and disabled persons
- o puppet shows and displays in schools and malls on health and safety practices
- o first aid and safety training
- o blood donor recruitment
- o promotion of craft sales for international aid

Where the Jobs Are:

Red Cross branches throughout Ontario

Who You Apply To:

Contact your local Red Cross branch or

Youth Services - Ontario Division
The Canadian Red Cross Society
460 Jarvis Street
Toronto, Ontario
M4Y 2H5

Disabled youth are encouraged to apply

Project 3002**Up to 35 Positions**

Disabled persons are encouraged to apply to this project with the Secretariat for Disabled Persons.

What You Do:

- o Assist community agencies in providing services to the disabled, and their families
- o Research and clerical duties
- o Two positions will be with the Advisory Council on the Physically Handicapped in Toronto to provide administrative and research support to Council Committees

Where the Jobs Are:

Throughout Ontario

Who You Apply To:**Secretariat for Disabled Persons**

700 Bay Street, 3rd Floor
Toronto, Ontario
M5G 1Z6

Please write on the application where you would like to work.

Project 3003**2 Positions**

Learn office procedures in a busy administrative office.

What You Do:

- o general office work such as typing, filing, assisting in mass mailings, reception duties, stock control

Where the Jobs Are:

Toronto

Who You Apply To:**Secretariat for Social Development**

Administration
700 Bay Street, 3rd Floor
Toronto, Ontario
M7A 1A2

Disabled youth are encouraged to apply

Project 3004**1 Position**

A behind-the-scenes look at an interesting youth program.

What You Do:

Provide clerical support for the Student Venture Capital and Youth Venture Capital programs by:

- o typing, filing, photocopying, distributing program material, and compiling statistics

Where the Job Is:

Toronto

Who You Apply To:

Ontario Youth Secretariat
700 Bay Street, 2nd Floor
Toronto, Ontario
M5G 1Z6

Disabled youth are encouraged to apply

Project 3005**10 Positions**

A chance to be involved with International Youth Year in an interesting public relations capacity.

What You Do:

Working on a project to promote International Youth Year (IYY):

- o eight information officers will perform a variety of public relations duties including providing information about IYY events, liaising with the media and local IYY Committees
- o two positions are available for administrative and clerical support

Where the Jobs Are:

Thunder Bay, Sudbury, London, Ottawa and Toronto

Who You Apply To:

Youth Corps
GMS Box 500
Queen's Park
Toronto, Ontario
M7A 1N3

Please indicate on the application what type of job interests you.

SOLICITOR GENERAL

Project 3101

Up to 45 Positions

Are you interested in law enforcement?

What You Do:

Gain useful work experience with a local police force by:

- o performing clerical duties in police stations
- o gathering information on topics such as by-law enforcement and crime prevention

Where the Jobs Are:

Local Police forces throughout Ontario including native reserves.

Who You Apply To:

Youth Corps Project
Ministry of the Solicitor General
 Personnel Services Branch
 90 Harbour Street
 Toronto, Ontario
 M7A 2S1

Native and disabled youth are encouraged to apply

TOURISM AND RECREATION

Project 3201

Up to 15 Positions

Develop your clerical skills.

What You Do:

A wide range of office duties including:

- o mail distribution
- o telephone reception
- o typing, filing and photocopying
- o bookkeeping

Where the Jobs Are:

Toronto

Who You Apply To:

Youth Corps Project
Ministry of Tourism and Recreation
 Planning and Administration Division
 77 Bloor Street West, 7th Floor
 Toronto, Ontario
 M7A 2R9

Project 3202**Up to 15 Positions**

A job for ski enthusiasts.

What You Do:

- o help prepare cross-country ski trails
- o assist with the operation and maintenance of a ski hill
- o work on ski lifts and snow making operations

Where the Jobs Are:

Thunder Bay

Who You Apply To:

R.B. McCormack
General Manager
Big Thunder Ski Jumps
435 South James Street
Box 500
Thunder Bay, Ontario
P7C 5G6

Project 3203**Up to 10 Positions**

An opportunity to be a tourist counsellor.

What You Do:

- o provide information on vacation spots in Ontario
- o help improve tourism information systems and research events

Where the Jobs Are:

Windsor, Barrie, Thunder Bay, Niagara Falls, St. Catharines, Cornwall,
Sault Ste. Marie

Who You Apply To:

Youth Corps Project
Travel Counselling Services
Tourism Marketing Branch
Ministry of Tourism and Recreation
77 Bloor Street West, 9th Floor
Toronto, Ontario
M7A 2R9

Disabled youth are encouraged to apply

Project 3204**Up to 45 Positions**

If you enjoy the outdoors, you'll like these jobs.

What You Do:

- o assist with maintenance of, and improvements to, Old Fort Henry or Upper Canada Village
- o help tradesmen make historical reproductions
- o landscape of parklands and golf course
- o general office and merchandising duties

Where the Jobs Are:

Kingston and Morrisburg areas

Who You Apply To:

Youth Corps Project
St. Lawrence Parks Commission
 P.O. Box 740
 Morrisburg, Ontario
 K0C 1X0

Project 3205**5 Positions**

An interest in local history is needed for this project at Sainte-Marie among the Hurons.

What You Do:

- o assist with special education programs for school groups
- o landscaping to repair gardens and grounds

Where the Jobs Are:

Midland

Who You Apply To:

Friends of Sainte-Marie
 P.O. Box 160
 Midland, Ontario
 L4R 4K8

Project 3206**Up to 20 Positions**

Learn about the historic sites of Sainte-Marie among the Hurons and the Historic Naval and Military Establishments.

What You Do:

- o public relations and information services
- o grounds and building maintenance
- o artifact conservation
- o typing and data entry
- o some photography

Where the Jobs Are:

Midland and Penetanguishene

Who You Apply To:

Youth Corps Project
 Huronia Historical Parks
Ministry of Tourism and Recreation
 P.O. Box 160
 Midland, Ontario
 L4R 4K8

Disabled youth are encouraged to apply

Project 3207**Up to 355 Positions**

A variety of community-based sports, recreation and fitness projects.

What You Do:

Work in local community organizations to:

- o maintain recreation equipment and facilities
- o provide information and promote recreation services
- o help run recreation programs
- o gather information on programs and facilities

Where the Jobs Are:

Throughout Ontario

Who You Apply To:

Hiring will be done by local community organizations through Canada Employment Centres or local advertisements.

Project 3208**3 Positions**

A chance to work outdoors at the Ontario Camp Leadership Centre.

What You Do:

- o assist staff in the maintenance and development of camp facilities
- o groom trails and clear land
- o apprentice with a skilled journeyman

Where the Jobs Are:

Irondale

Who You Apply To:

Ontario Camp Leadership Centre
 Camping and Outdoor Education
 Services
 Recreation Branch
Ministry of Tourism and Recreation
 77 Bloor Street West, 8th Floor
 Toronto, Ontario
 M7A 2R9

Project 3209**Up to 10 Positions**

Work at historic Old Fort William.

What You Do:

- o assist tradesmen of historic crafts such as blacksmithing and tinsmithing
- o assist staff with the Fort's educational programs
- o perform manual labour
- o maintain facilities and equipment

Where the Jobs Are:

Thunder Bay

Who You Apply To:

Old Fort William
Ministry of Tourism and Recreation
 Vickers Heights Post Office
 Thunder Bay, Ontario
 P0T 2Z0

TRANSPORTATION AND COMMUNICATIONS**Project 3301****Up to 65 Positions**

If you enjoy physical work or research. . .

What You Do:

- o roadside maintenance on highways and in patrol yards
- o semi-skilled duties in the signshop, garage and stockrooms
- o work as mechanic/machinist helper

- o 12 positions at head office in Downsview involve literature research, report writing and analysis. (University or college training in various disciplines will be required for these positions.)

(Not all jobs are available in all areas)

Where the Jobs Are:

Throughout Ontario.

Who You Apply To:

Youth Corps Project
Ministry of Transportation and Communications
 at your nearest regional office:

Northern Region
 P.O. Box 3030
 North Bay, Ontario
 P1B 8L2

Eastern Region
 533 Montreal Street
 Kingston, Ontario
 K7K 3H9

Stratford District
 P.O. Box 8
 Stratford, Ontario
 N5A 6S8

Human Resources Planning
 and Services Branch
 Staffing Section
 1st Floor, West Tower
 Downsview, Ontario
 M3M 1J8

TREASURY AND ECONOMICS

Project 3401

1 Position

A job for someone with analytical skills and computer experience.

What You Do:

- o help develop a provincial data base containing social, economic and public sector information
- o research data sources
- o organize input into IBM Personal Computers

(University or college training is required)

Where the Job Is:

Toronto

Who You Apply To:

Mrs. Chris Tonna
Ministry of Treasury and Economics
 Personnel Branch
 1075 Bay Street, 4th Floor
 Toronto, Ontario
 M5S 2B1

Project 3402

2 Positions

Use your training in economics.

What You Do:

- o assist senior economist with analysis and policy advice on provincial economic issues
- o research literature and compile data for background reports
- o gain on-line computer experience

University or college level economics is required.

Where the Jobs Are:

Toronto

Who You Apply To:

Mrs. Chris Tonna
Ministry of Treasury and Economics
 Personnel Branch
 1075 Bay Street, 4th Floor
 Toronto, Ontario
 M5S 2B1

Project 3403**I Position**

An opportunity to learn about pensions and income support.

What You Do:

- o assist senior economist with policy research related to pensions and income support
- o collect data and analyse statistics

A university or college degree in economics or business is required.

Where the Job Is:

Toronto

Who You Apply To:

Mrs. Chris Tonna
Ministry of Treasury and Economics
 Personnel Branch
 1075 Bay Street, 4th Floor
 Toronto, Ontario
 M5S 2B1

Project 3404**I Position**

A variety of office duties and special projects.

What You Do:

- o general office duties such as typing, filing, photocopying and reception
- o sort and deliver mail
- o assist with special projects in the library and the preparation of graphs and charts

Where the Job Is:

Toronto

Who You Apply To:

Mrs. Chris Tonna
Ministry of Treasury and Economics
 Personnel Branch
 1075 Bay Street, 4th Floor
 Toronto, Ontario
 M5S 2B1

Project 3405**I Position**

If you're physically fit and able to follow instructions you'll like this job.

What You Do:

- o sort and deliver mail
- o assist in the stockroom area and copy centre

Where the Job Is:

Toronto

Who You Apply To:

Mrs. Chris Tonna
Ministry of Treasury and Economics
 Personnel Branch
 1075 Bay Street, 4th Floor
 Toronto, Ontario
 M5S 2B1

Project 3406**I Position**

Gain experience in a library.

What You Do:

- o learn the modern techniques of cataloguing
- o update bibliographic records
- o general library duties such as shelving, photocopying, typing and filing

Where the Job Is:

Toronto

Who You Apply To:

Mrs. Chris Tonna
Ministry of Treasury and Economics
 Personnel Branch
 1075 Bay Street, 4th Floor
 Toronto, Ontario
 M5S 2B1

Disabled youth are encouraged to apply

ONTARIO YOUTH OPPORTUNITIES

INFORMATION CENTRE

CALL TOLL-FREE:

1-800-263-7777

NOTES

NOTES

ONTARIO
YOUTH
OPPORTUNITIESMINISTRY YOUTH CORPS 84-85
JOB APPLICATIONCA 20N
SD 20
- J51

BILD

ONTARIO
Youth
Secretariat

ELIGIBILITY

PARTICIPANTS MUST:

- BE BETWEEN THE AGES OF 15 AND 24;
- BE UNEMPLOYED AND OUT OF SCHOOL FOR AT LEAST 12 WEEKS PRIOR TO STARTING ON THE PROGRAM;
- BE ELIGIBLE TO WORK IN CANADA.

MINISTRY YOUTH CORPS
PROJECT NUMBER

1. PERSONAL INFORMATION

SOCIAL
INSURANCE
NUMBER

FAMILY NAME

GIVEN NAMES

AGE

DATE OF BIRTH

DAY

MTH

YR

NO. AND STREET

CITY/TOWN

APARTMENT NUMBER

POSTAL CODE

HOME TELEPHONE NO.

NAME OF ONTARIO GOVERNMENT MINISTRY APPLIED TO

HAVE YOU EVER BEEN EMPLOYED ON ANOTHER
GOVERNMENT PROGRAM?

YES

☐

NO

☐

DO YOU HAVE A VALID DRIVER'S LICENCE?

YES

☐

NO

☐

IF YES, LIST THE NAME OF THE PROGRAM AND DATES OF EMPLOYMENT (E.G. WINTER EXPERIENCE OCT. 1983 TO MAR. 1984)

ARE YOU RECEIVING SOCIAL ASSISTANCE OR
U.I.C. BENEFITS?

YES

☐

NO

☐DO YOU HAVE A PHYSICAL OR MENTAL DISABILITY? (SOME
PROJECTS ARE ESPECIALLY DESIGNED TO HIRE
DISABLED PERSONS)

YES

☐

NO

☐

2. EMPLOYMENT EXPERIENCE

TYPE OF WORK

FULL-TIME/
PART-TIME

DATES OF EMPLOYMENT

MOST RECENT EMPLOYER/NAME

FROM

TO

EMPLOYER/NAME

NOV 6 - 1984

EMPLOYER/NAME

3. EDUCATION

CHECK (✓) HIGHEST GRADE COMPLETED

UP TO GRADE 11

☐

GRADE 12

☐

GRADE 13

☐SOME UNIVERSITY OR
COMMUNITY COLLEGE☐GRADUATE OF UNIVERSITY
OR COMMUNITY COLLEGE☐

4. SKILLS

LIST ANY SKILLS OR TRADES TRAINING THAT WOULD HELP YOU IN A JOB.

5. JOB INTERESTS/FUTURE GOALS

All information listed above is correct and I meet the eligibility
requirements noted above.

APPLICANT'S SIGNATURE

DATE

ONTARIO
YOUTH
OPPORTUNITIESApplicants—Please enter project number applied to
and complete address below.MINISTRY YOUTH CORPS
PROJECT NUMBER

APPLICANT'S NAME AND ADDRESS (PLEASE PRINT CLEARLY)

NAME

ADDRESS

CITY/TOWN

POSTAL CODE

THE ONTARIO HUMAN RIGHTS COMMISSION
HAS APPROVED THIS PROGRAM UNDER THE
TITLE: SPECIAL EMPLOYMENT PROGRAM #2This form is an acknowledgement that your
application has been received. It is not con-
firmation of a job. You will be contacted again
only if you are selected for an interview.

SIGNATURE OF PROGRAM OFFICIAL

DATE

ADMISSIBILITÉ

LES PARTICIPANTS DOIVENT:

- AVOIR ENTRE 15 ET 24 ANS;
- ÊTRE SANS EMPLOI ET AVOIR QUITTÉ L'ÉCOLE DEPUIS AU MOINS 12 SEMAINES AVANT DE COMMENCER LE PROGRAMME;
- AVOIR LE DROIT DE TRAVAILLER AU CANADA.

BRIGADES JEUNESSE
DU MINISTÈRE
PROJET N°

1. RENSEIGNEMENTS PERSONNELS

NUMÉRO
D'ASSURANCE
SOCIALE

NOM DE FAMILLE

PRÉNOMS

ÂGE

DATE DE NAISSANCE

JOUR

MOIS

ANNÉE

RUE ET NUMÉRO DE RUE

VILLE

N° D'APP.

CODE POSTAL

N° DE TÉL. AU DOMICILE

INDIQUEZ LE MINISTÈRE ONTARIEN AUQUEL VOUS AVEZ FAIT UNE DEMANDE

AVEZ-VOUS DÉJÀ ÉTÉ EMPLOYÉ DANS UN AUTRE
PROGRAMME DU GOUVERNEMENT

OUI ☐

NON ☐

AVEZ-VOUS UN PERMIS DE CONDUIRE VALIDE?

OUI ☐

NON ☐

SI OUI, INDIQUEZ LE NOM DU PROGRAMME ET LES DATES D'EMPLOI (PAR EXEMPLE: "EXPÉRIENCE HIVER D'OCTOBRE 1983 À MARS 1984")

BÉNÉFICIEZ-VOUS DE L'AIDE SOCIALE OU DE
L'ASSURANCE-CHÔMAGE?

OUI ☐

NON ☐

ÊTES-VOUS HANDICAPÉ PHYSIQUEMENT OU MENTALEMENT?
(CERTAINS PROJETS SONT SPÉCIALEMENT CONCUS POUR LES
PERSONNES HANDICAPÉES)

OUI ☐

NON ☐

2. EMPLOIS PRÉCÉDENTS

À PLEIN TEMPS/
À
TEMPS PARTIEL

GENRE D'EMPLOI

DATES D'EMPLOI

NOM DU DERNIER EMPLOYEUR

DU

AU

NOM DE L'EMPLOYEUR

NOM DE L'EMPLOYEUR

3. ÉDUCATION

COCHEZ (✓) LA DERNIÈRE ANNÉE D'ÉTUDES

JUSQU'À LA 11^e ANNÉE

☐

12^e ANNÉE

☐

13^e ANNÉE

☐

UNIVERSITÉ OU COLLÈGE
COMMUNAUTAIRE

☐

DIPLOME D'UNIVERSITÉ
OU DE COLLÈGE
COMMUNAUTAIRE

☐

4. APTITUDES

INDIQUEZ LES APTITUDES OU LA FORMATION UTILES POUR TENIR UN EMPLOI

5. EMPLOIS QUI VOUS INTÉRESSENT/ OBJECTIFS FUTURS

Tous les renseignements ci-dessus sont vrais; je suis admissible
selon les exigences indiquées ci-dessus.

SIGNATURE DU REQUÉRANT

DATE

Les requérants sont priés d'inscrire ci-dessous
le numéro du projet et leur adresse complète.

BRIGADES JEUNESSE
DU MINISTÈRE
N° DE PROJET

NOM ET ADRESSE DU REQUÉRANT (VEUILLEZ ÉCRIRE EN LETTRES MOULÉES)

NOM

ADRESSE

VILLE

CODE POSTAL

LA COMMISSION ONTARIENNE DES DROITS DE
LA PERSONNE A AUTORISÉ CE PROGRAMME SOUS
LE TITRE: PROGRAMME SPÉCIAL D'EMPLOIS N° 2

Ce formulaire est un accusé de réception de
votre demande. Ce n'est pas une confirmation
d'emploi. Tous les requérants dont la demande
est acceptée seront avisés.

3 1761 11468968 0

